

# **PURCHASING**

## **BUDGET UNIT: CENTRAL STORES (IAV PUR)**

### **I. GENERAL PROGRAM STATEMENT**

Central Stores stocks, supplies, and delivers stationery, forms, janitorial, and other high volume miscellaneous items for county departments and other local government agencies. Central Stores also maintains the surplus property pool. This program is an internal service fund, and as such, all operational costs are distributed to user departments through overhead rates.

### **II. BUDGET & WORKLOAD HISTORY**

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Operating Expense	9,483,812	8,264,328	8,885,275	8,451,223
Total Revenue	9,381,973	9,073,213	9,127,369	9,115,000
Total Revenue Over/(Under) Exp	(101,839)	808,885	242,094	663,777
Fixed Assets	55,875	30,000	-	35,000
Budgeted Staffing		15.0		15.0

#### **Workload Indicators**

Work Orders	44,562	41,000	42,510	40,000
Whse/Store Sales (\$)	9,381,973	8,900,000	9,112,955	9,100,000

Significant variance in appropriations between budgeted and actual for 2001-02 is a result of additional expenses in services and supplies to meet the higher than anticipated demand by departments for materials such as paper, batteries, copier toner, printer cartridges, etc.

### **III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)**

#### **STAFFING CHANGES**

None.

#### **PROGRAM CHANGES**

None.

GROUP: Internal Services DEPARTMENT: Purchasing - Central Stores FUND: Internal Services IAV PUR			FUNCTION: General ACTIVITY: Central Stores		
	<b>2001-02 Actuals</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Salaries and Benefits	486,824	534,019	561,868	(3,109)	558,759
Services and Supplies	8,368,068	7,578,170	7,788,216	-	7,788,216
Central Computer	18,869	65,759	11,009	-	11,009
Transfers	-	86,380	86,380	6,859	93,239
Total Appropriations	8,873,761	8,264,328	8,447,473	3,750	8,451,223
Depreciation	11,514	-	-	-	-
Total Operating Expenses	8,885,275	8,264,328	8,447,473	3,750	8,451,223
<b><u>Revenue</u></b>					
Current Services	9,127,195	9,073,213	9,256,358	(141,358)	9,115,000
Other Revenue	174	-	-	-	-
Total Revenue	9,127,369	9,073,213	9,256,358	(141,358)	9,115,000
Revenue Over/(Under) Exp	242,094	808,885	808,885	(145,108)	663,777
<b><u>Fixed Asset Exp</u></b>					
Equipment	-	30,000	30,000	5,000	35,000
Total Fixed Assets	-	30,000	30,000	5,000	35,000
Budgeted Staffing		15.0	15.0		15.0

## PURCHASING

Total Changes in Board Approved Base Budget		
Salaries and Benefits	<u>27,849</u>	MOU and retirement increases.
Services and Supplies	<u>210,046</u>	Inflation, risk management liabilities, and EHAP.
Central Computer	<u>(54,750)</u>	
Revenue		
Current Services	<u>183,145</u>	Increase in Central Stores orders.
Total Operating Expense	183,145	
Total Revenue Change	183,145	
Total Revenue Over/(Under) Exp	-	
Total 2001-02 Operating Expense	8,264,328	
Total 2001-02 Revenue	9,073,213	
Total Revenue Over/(Under) Exp	808,885	
Total Base Budget Operating Exp	8,447,473	
Total Base Budget Revenue	9,256,358	
Total Base Rev Over/(Under) Exp	808,885	

Board Approved Changes to Base Budget		
Salaries and Benefits	<u>(3,109)</u>	
Transfers	<u>6,859</u>	Allocated contribution to purchase of department vehicle.
Total Operating Expense	<u>3,750</u>	
Revenue		
Current Services	<u>(141,348)</u>	Anticipated decrease based on current projections.
Total Revenue	<u>(141,348)</u>	
Rev Over/(Under) Exp	<u>(145,108)</u>	
Fixed Asset Exp.		
Equipment	<u>5,000</u>	Increase due to the purchase of new forklift.